

Groton Parks and Recreation

Parent Handbook 2016



William Seely
S.B. Butler
Fitch Middle School
Camp Button

Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem.

Mission: Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem.

We promote and expect (four) 4 basic principles: **Respect, Responsibility, Safety and Kindness.**

Registration policy:

The deadline to register for each week of camp is Monday of the prior week. In order to keep camp safe and provide the best experience for your child, camps have a fixed number of spots available based on staffing. Children signed up after the maximum is reached will be put on the waiting list. Unfortunately, transferring from one site to another after registering is not possible. Please contact us before registering if you have any questions regarding this policy.

Safety:

For your child's safety, when you register we ask who is eligible to pick up your child . Photo identification is required for daily pickup of your child.

Refunds:

Requests for refunds must be made 2 weeks prior to the start of any camp session. A \$15 administrative fee is charged for all money returned.

Camp Staffing:

Each camp site has a Director and other experienced staff members who are adults, trained in First Aid, CPR, medication administration and Epi pen. All staff members are at least 16 years old ..

Groups are divided based on both ages and grades. Target Staff Ratios

By age and grade

Ages 4-6	Ages 7-8	Ages 9-10	Ages 11-12
Ratio 7:1	Ratio 8:1	Ratio 10:1	Ratio 10:1

Camp site phone numbers are listed at <http://www.groton-ct.gov/depts/parksrec/Camps/SummerCamp.asp>

Field Trips: All field trips are included in the price of camp. On trip days, all campers must attend the trip. The camp sites are closed until the bus returns with the staff. We do this to ensure proper staffing and supervision. Apply sunscreen at home, pack a towel, lunch, snack, beverage, swim suit, change of clothes and spray sunscreen (labeled with child's name).

If you are picking your child up from trip, you must have given prior notice to the Director and you must sign your child out at the time of pickup. Failure to do so may result in loss of field trip privileges.

Check-In and Check-Out Times:

<u>Camp</u>	<u>Drop-Off Time</u>	<u>Pick-Up Time</u>
Camp Button	12:00pm	3:00pm
SB Butler, Fitch Middle School, William Seely	7:30am	3:00pm
Late Pick-Up	3:00PM	5:00PM

Children are required to be picked up by check out time. Failure to do so will result in a \$20 fee per family per occurrence for the first 10 minutes, **payable within 24 hours**. Additional actions, including contacting local Police and removal of a child from the program with no refunds granted, may be taken for parents who fail to pick up a child on time more than once. Failure to pay the fee may result in the immediate removal of a child from the program.

Minutes late for pickup:	Fee
10 minutes late	\$20.00
20 minutes late	\$40.00
40 minutes late	\$60.00

Addressing Concerns

We encourage direct communication with the staff member who is responsible for your child. It is most important to ask specific questions of the staff member in order to remedy a situation your child may be having at camp.

- A. Start with group leader in your child's group about your concern.
- B. If not satisfied, discuss with site Director.
- C. If not satisfied, contact Eileen Cicchese at 860-536-5691.
- D. If not satisfied, you will be referred to the proper staff member to address your concerns.

Code of Conduct

Groton Parks and Recreation (GPR) encourages fun, friendship, and safety in a positive atmosphere. To accomplish this, we have established behavior guidelines that revolve around our four basic principles: respect, responsible, safe and kind. If a child has difficulty with any of these expectations, the camp staff will work closely with them in an effort to get compliance. There are times that the safety of your child and the campers it requires us for a child to be sent home.

Bullying Policy

Our philosophy, which grows from our mission statement, affirms that each of our campers has the opportunity to experience a summer where they can explore new friendships, develop life skills and discover new talents free of judgment or negativity. We not only maintain a strict policy forbidding bullying, but our staff is trained to recognize incidents of bullying and intervene accordingly.

GPR addresses all bullying incidents seriously. We encourage our staff to promote open communication within their groups, so that campers feel comfortable letting us know if there are any problems at any point during their camp experience.

At GPR camp, every child has the right to the best possible camp experience and we will act proactively to ensure that none of our campers is denied this opportunity. As a camp, we believe positive behavior comes from a cooperative effort between campers, parents and staff. While we make every effort to establish communication with parents before taking any major disciplinary steps, it is important to note that fighting, demonstration of disrespectful behavior, hitting, biting, bullying, harassing and displaying destructive behavior are grounds for immediate suspension and possible dismissal from current session of camp or all future sessions.

Discipline – We promote and expect (four) 4 basic principles: **Respect, Responsibility, Safety and Kindness.** Groton Parks and Recreation staff will treat each child with respect and set clear expectations and boundaries each day. Children are expected to show respect to their peers and staff, as well as treat the facilities and equipment with care.. For children who experience difficulty with this structure, staff members will work with the child and their parents to create an individualized plan that meets the need of the child while ensuring the safety and trust of other campers. Frequent disrespect towards peers, staff or property may result in child's dismissal from camp for a day or more.

Sending a child home: If a child is deemed to be unsafe at camp or has been warned at least two times for their unsafe behavior, we will send a child home. In the case of any aggressive behavior that could harm a staff or camper, the child will be sent home immediately.

If a child is sent home due to behavioral issues at camp, **it is required** for parents to have a meeting with director, leader and supervisor prior to the child's readmission to camp.

Medication at Camp

If a child needs to take medication which must be dispensed at camp or requires a medication in the event of an emergency (i.e. food allergy, asthma, Epi pen), the child's the child's physician **MUST** complete the medication form and submitted to the office a minimum of 3 days before the start of the camp week. Forms can be found at GrotonRec.com/camps.

Sunscreen

Please make sure you have put sunscreen on your child before camp. Counselors will reapply after snack and in afternoon as long as sunscreen has been provided. Please send in **spray sunscreen** and label with child's name.

Communication

Information below is posted at each site and is also available at GrotonRec.com/camps. Please be sure to check for updated information daily!

- Calendars: Every site has a themed weekly calendar posted for parents to see daily activities.
- All campers can bring their own lunch or enjoy a free lunch provided by the Summer Food Program. There is usually a variety of choices. Children with Allergies: We must be notified in writing of ALL allergies prior to a child attending camp. We will work closely the Summer Food Program prior to the week your child attends.

What to bring to camp:

Water bottle

Snacks and lunch

Backpack with name on it

Wear sneakers

Spray sunscreen (labeled with child's name)

What not to bring to camp:

Anything you do not want share, broken or lost. GPR is not responsible for personal items.